

**NO. 0807900-RE02**

**THE STATE OF TENNESSEE DESIRES TO  
LEASE SPACE IN BEDFORD COUNTY**

LOCATION: Within the city limits of Shelbyville, Tennessee

AMOUNT: No less than 3,800 and no more than 4,400 square feet of contiguous net usable office and related space to be located on one level ground floor with ample paved parking.

TERM: Five (5) Years or Ten (10) Years

PROPOSAL  
OPENING: Proposals will be opened on October 8, 2008 at 2:00 PM, Central Time in the **Conference Center North, The Robertson Room.**

OWNERS  
& AGENTS: Proposals received by Real Property Administration after the proposal opening date and time will not be considered. If you desire to submit a proposal for consideration, please contact this office for specific proposal information by . Representatives of Real Property Administration will evaluate conforming proposals after the opening.

**You may also preview specific requirements at:**  
**<http://www.state.tn.us/finance/rpa/aboutus.html>**  
**by clicking on "Request for Lease Proposals" and referencing the proposal number above.**

CONTACT: C. Richard Smith  
Real Property Administration  
William R. Snodgrass Tennessee Tower  
22nd Floor, 312 Rosa L. Parks Avenue  
Nashville, Tennessee 37243-1102  
Phone: 615/741-4203

**STATE OF TENNESSEE**  
**Department of Finance and Administration**  
**Division of Real Property Administration**

**INVITATION FOR LEASE PROPOSALS**  
**NO. 0807900-RE02**

The State of Tennessee has need for office space and hereby invites proposals for lease in accordance with the requirements and conditions contained in this Invitation.

Proposals will be received at:

Real Property Administration  
William R. Snodgrass Tennessee Tower  
22nd Floor - 312 Rosa L. Parks Avenue  
Nashville, Tennessee 37243-1102

until **2:00 PM on October 8, 2008** at which time and place all proposals received will be publicly opened at 312 Rosa L. Parks Avenue in the Conference Center North, **The Robertson Room on the 3<sup>rd</sup> Floor**. Proposals received by Real Property Administration after the proposal opening date and time will not be considered.

The requirements of the desired lease are as follows:

1. LOCATION:  
Within County and within the following area:  
**Within the city limits of Shelbyville, Tennessee**
2. AMOUNT OF NET USABLE SPACE:  
(See Section IV, Item 3 of *Information for Proposers*)  
**No less than 3,800 and no more than 4,400 square feet of contiguous net usable office and related space to be located on one level ground floor with ample paved parking.**
3. TERM: Five (5) Years or Ten (10) Years
4. PREFERRED SPACE ARRANGEMENT:  
**Hardwall and open office. See the attachment - "Summary of Lease Requirement Sheet." You may also preview specific requirements at: <http://www.state.tn.us/finance/rpa/aboutus.html> by clicking on "Request for Lease Proposals" and referencing the proposal number above.**  
(See Section III, Item 3 of *Information for Proposers*)
5. PARKING:  
A minimum of **30** available parking spaces.  
(See Section II, Item 17 of *Information for Proposers*)
6. OTHER REQUIREMENTS:  
**Personnel: 19**

This *Invitation*, along with the attached *Information for Proposers* constitute the PROPOSAL PACKAGE and all proposals should be submitted in accordance with all requirements of the PROPOSAL PACKAGE to insure that the lease proposal can be adequately evaluated. The State reserves the right to waive any informalities or to reject any or all lease proposals.

## **Summary of Lease Requirements**

	<b><u>Requirement</u></b>			
<b>Location of Property</b>	Within the city limits of Shelbyville, Tennessee			
<b>Type of Space</b>	Ground floor, single-level, contiguous office space for 19 staff			
<b>Usable Square Feet</b>	Between 3,800 sq. ft. and 4,400 sq. ft. of <b><u>usable</u></b> space, not including restrooms, mechanical rooms, janitor closet, or vestibule.			
<b>Lease Options</b>	Five (5) Year Lease Term Ten (10) Year Lease Term Termination options as shown on pages 24 and 25 of <i>Information for Proposers</i>			
<b>Hard-Wall Rooms</b> (Provided by the Lessor)	<b><u>Room</u></b>	<b><u>Quantity</u></b>	<b><u>Usable</u> <u>Sq. Ft.</u></b>	<b><u>Notes</u></b>
	Office	2	120	
	Audit/File/Storage Room	1	260	Space for 10 lateral files and 7 open-shelving units
	Break Room	1	150	With base & wall cabinets, countertop & sink
	Conference Room	1	175	
	Telecom. Closet	1	48	Must be temperature controlled
<b>Open Office Staff Cubicles</b> (Provided by the State of Tennessee)	17			
<b>Additional Rentable Space</b>	ADA compliant male/female employee restrooms ADA compliant unisex client restroom (adjacent to waiting area; separate from staff restrooms and will not share the same plumbing wall) Other building support space such as mechanical/electrical rooms, janitor closet, and vestibule Estimated minimum <b><u>rentable</u></b> area 4,400 sq.ft.			
<b>Parking</b>	Paved and striped parking for a minimum of 30 vehicles			

**SECTION 01411**  
**REGULATORY REQUIREMENTS**

**PART 1 – GENERAL**

**1.01 CODES AND REGULATIONS**

A. The Regulatory Requirements used for State Building Commission projects are listed below as a convenience and may not be inclusive of all that apply. Others may also apply. Comply with all pertinent codes, standards, regulations and laws.

	<b>DOCUMENT</b>	<b>SOURCE</b>	<b>PHONE</b>
<b>1.</b>	1999 Standard Building Code 1997 Standard Plumbing Code 1999 Standard Gas Code 1997 Standard Mechanical Code	Southern Building Code Congress International, Inc. 900 Montclair Road Birmingham, AL 35213	(205) 591-1853
<b>2.</b>	2000 NFPA 101- Life Safety Code	National fire Protection Association Customer Service and Sales 11 Tracy Drive Avon, MA 02322	(800) 344-3555
<b>3.</b>	1999 NFPA 70- National Electrical Code		
<b>4.</b>	1996 American National Safety Code (elevators, etc.) ANSI A17-1	American National Standards Institute 345 East 47 <sup>th</sup> Street New York, NY 10017	(800) 843-2763
<b>5.</b>	1996 Tennessee Elevator Code And its Supplements	TN Dept. of Labor Division of Boiler & Elevator Inspection 3 <sup>rd</sup> Floor Andrew Johnson Tower 710 James Robertson Parkway Nashville, TN 37243	(615) 741-2123
<b>6.</b>	1997 Edition of Boiler and Unfired Pressure Vessel Inspection Law, Rules, and Regulations.		
<b>7.</b>	1995 CABO Model Energy Code	Int'l Conference of Building Officials 1704 East 123 <sup>rd</sup> Terrace Olathe, Kansas 66061-5874	(800) 284-4406
<b>8.</b>	ASHRAE Std 90.1-1999 Energy Standards for Buildings except Low – Rise Residential Buildings ASHRAE Std 90.2-1993 Energy – Efficient Design of New Low - Rise Residential Buildings	ASHRAE 1791 Tullie Circle NE Atlanta, GA 30329	(800) 527-4723
<b>9.</b>	ASHRAE Std 62-1999 Ventilation for Acceptable Indoor Air		
<b>10.</b>	Rules of TN Dept. of Commerce & Insurance Ch 0780-2-1, Electrical Installations Ch 0780-2-2, Codes and Standards Ch 0780-2-3, Plans and Specs Review Ch 0780-2-18, Equitable Restrooms	TN Dept. of Commerce and Insurance Div. Of Fire Prevention & Plans Review 3 <sup>rd</sup> Floor Davy Crockett Tower 500 James Robertson Parkway Nashville, TN 37243-1162	(615) 741-7190
<b>11.</b>	ANSI/ ICC A117.1 – 1998 “Accessible and Usable Buildings And Facilities”; <b>or</b> , North Carolina State Building Code Volume 1-C, 1991 w/ 1996 revisions “Making Buildings and Facilities Accessible to and Usable by the Physically Handicapped.”	<i>NC code also available from</i> NC Dept. of Insurance P.O. Box 26387 Raleigh, NC 27611	(919) 733-3901
<b>12.</b>	Uniform Federal Accessibility Standards (UFAS), Fed-Std-795, April 1, 1988	ATBCB ATTN: OCE Suite 1000 @ 1331 F Street NW Washington, DC 20004	(202) 272-5434 (800) 872-2253

**END OF SECTION**